INDEPENDENT AUDITOR'S REPORT

SUBGRANTS AWARDED BY

THE BALTIMORE CITY

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

OFFICE OF HOMELESS SERVICES

TO SELECTED HOMELESS SERVICE PROVIDERS FUNDED BY

THE EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM

GRANT NUMBERS CSA/SN 01 - 003 AND CSA/SN 02 - 003

AWARDED BY THE

MARYLAND STATE DEPARTMENT OF HUMAN RESOURCES

FOR THE GRANT PERIODS

FROM JULY 1, 2000 THROUGH JUNE 30, 2002



City of Baltimore Department of Audits

AUDIT REPORT OFFICE OF HOMELESS SERVICES FOR THE GRANT PERIODS FROM JULY 1, 2000 THROUGH JUNE 30, 2002

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AUDITOR'S REPORT AND FINANCIAL INFORMATION

CITY OF BALTIMORE

MARTIN O'MALLEY, Mayor



DEPARTMENT OF AUDITS
YOVONDA D. BROOKS, CPA
City Auditor

Room 321, City Hall Baltimore, Maryland 21202 Telephone: (410) 396-4783 Telefax: (410) 545-3961

March 31, 2003

Honorable Joan M. Pratt, Comptroller And Other Members of the Board of Estimates City of Baltimore

INDEPENDENT AUDIT OF SUBGRANTS AWARDED BY THE BALTIMORE CITY DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, OFFICE OF HOMELESS SERVICES TO SELECTED HOMELESS SERVICE PROVIDERS – EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM GRANT NUMBERS CSA/SN 01 – 003 AND CSA/SN 02 - 003, AWARDED BY THE MARYLAND STATE DEPARTMENT OF HUMAN RESOURCES FOR THE GRANT PERIODS FROM JULY 1, 2000 THROUGH JUNE 30, 2002

We have audited the accompanying Schedules A-1 through M-3 prepared by the organizations listed in Exhibits I and II of this report to account for subgrants received from the Baltimore City Department of Housing and Community Development, Office of Homeless Services for the periods from July 1, 2000 through June 30, 2002.

The purpose of these subgrants is to provide shelter and case management to homeless persons. These Schedules are the responsibility of the delegate agencies' management. Our responsibility is to express an opinion on these Schedules based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether these Schedules are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in these Schedules. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial information presented. We believe that our audit provides a reasonable basis for our opinion.

The aforementioned Schedules have been prepared in accordance with the provisions required by the delegate agencies' subgrant agreements which is a comprehensive basis of accounting other than generally accepted accounting principles. Under those provisions, bednights are reported as the total number of beds available each night at the listed homeless shelters at rates provided in the subgrant agreements.

In our opinion, based on our audit, Schedules A-1 through M-3 present fairly, in all material respects, the financial results of operations of the aforementioned subgrants in accordance with the provisions of the subgrant agreements.

Our audit was conducted for the purpose of forming an opinion on Schedules A-1 through M-3. The information in Exhibits I through III is presented for purposes of additional analysis and is not a required part of Schedules A-1 through M-3. Specifically, Exhibits I through III have been prepared by the auditor in order to set forth recommended questioned costs and adjustments necessary to bring Schedules A-1 through M-3 into compliance with the reporting requirements contained in the delegate agencies' subgrant agreements. The City of Baltimore is responsible for the ultimate resolution of the adjustments set forth in Exhibits I through III. The information in Exhibits I through III has been subjected to the audit procedures applied in the audit of Schedules A-1 through M-3; and, in our opinion, is fairly stated in all material respects in relation to Schedules A-1 through M-3.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2003, on our consideration of the Baltimore City Department of Housing and Community Development, Office of Homeless Services' internal control over compliance and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Respectfully submitted,

Yovonda D. Brooks, CPA City Auditor

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION

AND

GRANT NUMBERS:

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG, HOPWA & HPP MONTHLY EXPENDITURES REPORT

PAYEE NAME: ACC/MY SISTER'S PLACE

PAYEE ADDRESS	2305 N. CHARLES STREET		CC	ONTRACT PERIOD:	7/1/00 THROUGH 6/30	/01
			СО	NTRACT NUMBER:	26506	
CITY/STATE/ZIP:	BALTIMORE, MD 21218			REPORT MONTH:	Jun-01	
CONTACT PERSON:	: MR. ANGELO BOER		PAY	EE FEDERAL I.D. #:	52-0591538	
TELEPHONE NUMBER:	(410) 230-5404					
		Approved	Report Month	Previous	Total	Available
Activity	Budget Categories	Budget	Expenditures	Expenditures	Expenditures	Balance
ETHS	ACCOUNT #					
Shelter Bednights	5291-357-102-02-351	121,878.00	10,036.79	111,841.21	121,878.00	0.00
				•		
TOTAL BEDNIGHTS		121,878.00	10,036.79	111,841.21	121,878.00	0.00
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OFFICE OF HOMELESS SERVICES

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION

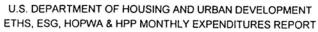
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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG, HOPWA & HPP MONTHLY EXPENDITURES REPORT

PAYEE NAME:	ACC-MY SISTER'S PLACE		GRANT NUMBERS:	S-01-MC-24-001 (ESG) SA	WSN 01- (DHR)
	2305 N. CHARLES STREET		CONTRACT PERIOD:	7/1/01 THROUGH 6/30/02	
, , , , , , , , , , , , , , , , , , , ,			CONTRACT NUMBER:		
CITY/STATE/ZIP:	BALTIMORE, MD 21218		REPORT MONTH:	June-02	
***************************************	MRS. SANDY PETERSON	F	AYEE FEDERAL I.D. #:	52-0591538	
TELEPHONE NUMBER:			ETHS ACCT #	5291-357-202-05-351	57,487.50
			ESG ACCT #	4922-357-202-05-351	65,700.00
		Report Month	Previous		
Activity	Approved Budget	Expenditures	Expenditures	Total Expenditures	Available Balance
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OTAL BEDNIGHTS	123,187.50	10,125.00	113,062.50	123,187.50	
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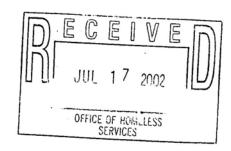
	ACC-CHRISTOPHERS PLAC	CE	_	GRANT NUMBERS	:	
PAYEE ADDRESS:	2305 N. CHARLES STREET			CONTRACT PERIOD	7/1/00 THROUGH 6/30/01	
			CONTRACT NUMBER		26507	
	BALTIMORE, MD 21218		REPORT MONTH: June-01			
CONTACT PERSON:			_ PAY	'EE FEDERAL I.D. #:	52-0591538	
TELEPHONE NUMBER:	(410) 261-6774		-			
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		Approved	Report Month	Previous	Total	Available
Activity	Budget Categories	Budget	Expenditures	Expenditures	Expenditures	Balance
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Shelter Bednights	5291-357-002-01-351	104,390.00	8,580.00	95,810.00	104,390.00	-
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TOTAL BEDNIGHTS		104,390.00	8,580.00	95,810.00	104,390.00	
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DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION AND

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG, HOPWA & HPP MONTHLY EXPENDITURES REPORT

PAYEE ADDRESS: CITY/STATE/ZIP:	ACC-CHRISTOPHERS PLACE 2305 N. CHARLES STREET BALTIMORE, MD 21218 MS. SANDY PETERSON (410) 261-5846			June-02	50,589.00L
-		Report Month	Previous		
Activity	Approved Budget	Expenditures	Expenditures	Total Expenditures	Available Balance
ETHS INSTRUMENTAL					
Shelter Bednights	107,602.00	8,844.00	98,758.00	107,602.00	-
TOTAL BEDNIGHTS	107,602.00	8,844.00	98,758.00	107,602.00	
Service	Approved Budget	Report Month Expenditures	Previous Expenditures	Total Expenditures	Available Balance
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TOTAL SERVICES	0				
Certified (Original Signature) Sandy Peterson, CPA Senior Fin	ancial Manager		Internal Use Only DHCD/Office of Home APPROVAL PROGRAM ADM: APPROVAL FINANCE ADM:		Date:
Name and Title			DHR-CSA Project Officer S	ignature	



Date

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION AND

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG, HOPWA & HPP MONTHLY EXPENDITURES REPORT

	E: ACC-MY SISTER'S PLACE LODGE		GRANT NUMBERS:			
PAYEE ADDRESS:	S: 2305 N. CHARLES STREET		CONTRACT PERIOD: 7/1/99 THROUGH 6/30/00			0/00
			CONTRACT NUMBER: 26508			
	BALTIMORE, MD 21218		REPORT MONTH: June-01		June-01	
CONTACT PERSON:			PAY	'EE FEDERAL I.D. #:	52-0591538	
TELEPHONE NUMBER:	(410) 261-6774					
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		Approved	Report Month	Previous	Total	Available
Activity	Budget Categories	Budget	Expenditures	Expenditures	Expenditures	Balance
ETHS						
61 11 5 11 11						
Shelter Bednights	5291-357-002-01-351	55,571.25	4,567.50	51,003.75	55,571.25	-
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TOTAL BEDNIGHTS		55,571.25	4,567.50	51,003.75	55,571.25	
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Service	Budget Categories	Budget	Expenditures	Expenditures	Expenditures	Balance
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Sandy Peterson, CPA Senior	Financial Manager			`	V	
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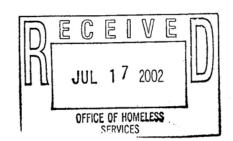
OFFICE OF HOMELESS SERVICES

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION

AND

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG, HOPWA & HPP MONTHLY EXPENDITURES REPORT

PAYEE NAME:	ACC-MY SISTER'S PLACE LOD	OGE	GRANT NUMBERS:	S-01-MC-24-001 (ESG) S	A/SN 01- (DHR)
PAYEE ADDRESS:	2305 N. CHARLES STREET			7/1/01 THROUGH 6/30/02	
			CONTRACT NUMBER:	27242	
CITY/STATE/ZIP:	BALTIMORE, MD 21218		REPORT MONTH:	June-02	^
CONTACT PERSON:	MS. SANDY PETERSON		PAYEE FEDERAL I.D. #:	52-0591538	3
TELEPHONE NUMBER:	(410) 261-5846		ETHS ACCT #	5291-357-202-05-351	33,342.75
			ESG ACCT #	4922-357-202-05-351	24,874.75
		Report Month	Previous		
Activity	Approved Budget	Expenditures	Expenditures	Total Expenditures	Available Balance
ETHS * S * S * S * S * S * S * S * S * S *	2-20-10-12-2-12-11-15-12-20	海路的開始。	位于大学的	清洁等5.46645176人	辦信特別 高級學院的
Shelter Bednights	58,217.50	4,785.00	53,432.50	58,217.50	-
				,	
TOTAL BEDNIGHTS	58,217.50	4,785.00	53,432.50	58,217.50	-
	7	Report Month	Previous	r	
Service	Approved Budget	Expenditures	Expenditures	Total Expenditures	Available Balance
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Sandy Peterson, CPA Seni	ior Financial Manager				
Name and Title		•	DHR-CSA Project Officer Si	ignature	•
9-Jul-02					



Date

DUE DATE: 8TH OF EACH MONTH

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS , ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

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GRANT NUMBERS

DAVES NAME	BROWNS SHELTER			GRANT NUMBERS	The supplied of the same	
PATEE NAME	3216 BELVEDERE AVE.		C	ONTRACT PERIOD:	7/1/00 THROUGH 6/30/0	
PAYEE AUURESS.	3218 BELVEDERE AVE.		C	ONTRACT NUMBER	7777	MAXI
	BALTIMORE, MARYLAND	21215		REPORT MONTH:	76511)IME 52-1203728	- acof
CITY/STATE/ZIP:	BALTIMURE, MARTEARE	7 21213	PAY	EE FEDERAL I. D. #.	52-1203728	
CONTACT PERSON:	Violet Anderson					
TELEPHONE NUMBER:			Report Month	Praylous	Total	Available
ACTMTY	Budget	Approved	Expenditures	Expenditures	Expenditures	Balance
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ETHS	ACCOUNT#		77 3 77 30	7/3.3/3.75	123.547.00	-0-
Sheller bednights	5291-357-102-08-351	\$123,547.00	10,233.25	110,20,10	100	
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TOTAL BEDNIGHTS		\$123,547.00				
TOTAL BLOTHOTTO					T	
		<u></u>			Total	Available
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Certifled (Original Signature) VIOLET ANDERSON	DIR.	
Name and Title		
Date		

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APPROVAL FINANCE ADM

Date Date DHR-CSA Project Officer Signature

FY: 2002

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

DHR/COMMUNITY SERVICES ADMINISTRATION ETHS , ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

			GRANT NUMBERS	5-01-MC-24-0	01 (230)
PAYEE NAME:	Brown Community Out	reach, Inc.		SA/SN 01- (DH	R)
	3215 W. Belvedere Str		CONTRACT PERIOD:	7/1/01-6/30/02	
			CONTRACT NUMBER	27246	
CITY/STATE/ZIP:	Baltimore, MD 21215		REPORT MONTH:	June o	2002
CONTACT PERSON:		rector PA	YEE FEDERAL I. D. #:	52-1203728	
TELEPHONE NUMBER:			ETHS ACCT. #	5291-357-202-08-351	\$63,236.25
	,		ESG ACCT. #	4922-357-202-08-351	\$67,251.25
			TOTAL		\$130,487.50
ACTIVITY	Approved	Report Month	Previous	Total	Available
	Budget	Expenditures	Expenditures	Expenditures	Balance
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55 Shelter bednights	\$130,487.50	10,725	119, 762.5	130,487.50	-0-
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TOTAL BEDNIGHTS	\$130,487.50	10,725	119,762.5	130,487,50	1 -0-
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SERVICES	Approved	Report Month	Previous	Total	Available
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TOTAL SERVICES	\$0.00				
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TO BERNI	GAFROVAL FINANCE ADM: Date:
VIOLET ANDERSON, EXEC BY RECTOR Name and Title 7-5-02 Date OFFICE OF HOMELES SERVICES	Date

DUE DATE: 8TH OF EACH MONTH

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION

AND

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

PAYEE NAME:	DSS/MOTEL PROGRAM			GRANT NUMBERS		
PAYEE ADDRESS:	1510 GUILFORD AVE.			CONTRACT PERIOD:	7/1/00 THROUGH 6/30/0)1
				CONTRACT NUMBER	26513	
	BALTIMORE, MARYLAND	21202		REPORT MONTH:	June, 2001	
CONTACT PERSON:			F	PAYEE FEDERAL I. D. #.		
TELEPHONE NUMBER:	, , , , , , , , , , , , , , , , , , , 		·		,	
ACTIVITY	Budget Categories	Approved Budget	Report Month Expenditures	Previous Expenditures	Total Expenditures	Available Balance
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Shelter bednights		\$18,528.00	\$4,417.37	\$14,110.63	\$18,528.00	\$0.00
Transportation		\$1,999.00	\$1,999.00	\$0.00	\$1,999.00	\$0.00
Admin		\$4 63.00	\$83.00	\$380.00	\$463.00	\$0.00
TOTAL BEDNIGHTS		\$20,990.00	\$8,499.37	\$14,490.63	\$20,990.00	\$0.00
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SERVICES	Budget	Approved	Report Month	Previous	Total	Available
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DUE DATE: 8TH OF EACH MONTH

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION AND

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS , ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

PAYEE NAME:	DSS/FOSTER CARE		GRA	NT NUMBERS			
PAYEE ADDRESS:	1510 GUILFORD AV				7/1/00THROUG	3H 6/30/01	
				RACT NUMBER	25514		
CITY/STATE/ZIP:	BALTIMORE, MARY	LAND 21202	RE	PORT MONTH:	May-01	gune	,
CONTACT PERSON:	JOANNE STOUGH		PAYEE FE	EDERAL I. D. #:		/	
LEPHONE NUMBER:	410-361-5021						
ACTIVITY	Budget	Approved	Report Month	ı	Total		Available
	Categories	Budget	Expenditures	Expenditures			Balance
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Shelter bednights	5291-357-002-11-351	\$ 17,520.00	\$1,440.00	\$16,080.00	\$17,520.00		\$ -
	<u></u>						
Admin							
	· · · · · · · · · · · · · · · · · · ·						
TOTAL BEDNIGHTS		\$ 17,520.00	\$1,440,00	\$16,080.00	\$17,520.00		\$ -
TOTAL BEDNIGHTS		\$ 17,520.00	\$1,440.00	\$10,000.00	\$17,520.00		Ψ
145.15 2 123.25 150 150 150 150 150 150 150 150 150 15	CONTRACTOR CONTRACTOR	A COMPANY AND A STATE OF THE ST	STATE OF STATE	TARREST SHARE	12-12-13-13-13-13-13-13-13-13-13-13-13-13-13-	AND SERVICE	**********
SERVICES	Budget	Approved	Report Month	Previous	Total	Obligations	Available
Jan 1920	Categories	Budget	Expenditures	Expenditures		ozguoo	Balance
HPP (1)			an animika	第四次晚	and the same of	ALERT THEF	学 教育/中国
The state of the s	100cmal 4 - strangic Checkers Assess	Appendix Francis property	4000 at 14000 18 10 20 18 18 18 18 18 18 18 18 18 18 18 18 18	Contract of Charlest Ser	St. orn branch and the street spiceting	The second second	STATISTICS OF SALES
TOTAL SERVICES ETHS TOTAL		\$0.00					
	TOTAL BUDGET						
			_				
					Internal U		
			1		D/Office of Ho		
					ROGRAM ADM		Date:
			Į	APPROVAL F	NANCE ADM:		Date:
Certified (Original Signature)							
Terri Gilyard-Ames, Assistant Dir	ector		-				
Name and Title	<i>i</i> \		-	DHR-CSA Pro	ject Officer Sig	nature	
1/12	101	0.00	PD.				
Date /	IN E	CEIV	EINI	Date			14
		6 5 0 0	———————————————————————————————————————				
	li EXT		:				
	IIIIII	27 20	01 ILDI				
	III III	JUL 27 20	- -				
				12			
		OFFICE OF HOME	ESS	1			
	1	OFFICE OF HOMES SERVICES		3			

DUE DATE:

F EACH MONTH

EXHIBIT C

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

AND

DHR/COMMUNITY SERVICES ADMINISTRATION ETHS , ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

			GRANT NUMBERS	CSA/SN 02-003	(DHR)
PAYEE NAME:	Balto. Dept. of Social S	Services/Motel Pgm.			
	1510 Guilford Avenue		ONTRACT PERIOD:	7/1/01-6/30/02	
			CONTRACT NUMBER	27275	
CITY/STATE/ZIP:	Baltimore, MD 21203		REPORT MONTH:	June,2002	
CONTACT PERSON:	Bob Kirk	PAY	EE FEDERAL I. D. #:		
TELEPHONE NUMBER:	(410) 361-5728		ETHS ACCT. #	5291-357-202-10-351	\$21,720.00
ACTIVITY	Approved	Report Month	Previous	Total	Available
	Budget	Expenditures	Expenditures	Expenditures	Balance
	A PART TRAINE		HE ROLLING THE	is for the property of	energy for the
300 single rooms/\$42	\$12,600.00	\$4,520.69	\$8,079.31	\$12,600.00	\$0.00
190 double rooms/\$48	\$9,120.00	\$0.00	\$9,120.00	\$9,120.00	\$0.00
TOTAL	\$21,720.00	\$4,520.69	\$17,199.31	\$21,720.00	\$0.00
the state of the s	I come expension in management in the least	the control of the co	Dung Speniesglaetre Helica	Activities to the same and district the	Control Statement St. Control St. Co.
THE SHOW THE SECOND	STATE OF THE BUILDING	对我们可愿者是那些地位的	The second second	Total	Available
SERVICES	Approved	Report Month	Previous Expenditures	Expenditures	Balance
HPP	Budget	Expenditures	Expenditures		
HPP		Property and the second state of the second st	Contraction (Contract and Contract Contract Name	The state of the second second	A SHALL SHOW AND THE PROPERTY OF THE PARTY O
	1		ļ		
			 		
			 		
	ļ				
TOTAL SERVICES	\$0.00				
			1		J
			•		
				Internal Use Only	
				/Office of Homeless Se	
			APPROVAL PROC		Date:
0-40-4 (0.1-1-10)			APPROVAL FINAN	ICE ADM:	Date:
Certified (Original Sig Terri Ames, Assistant					
Name and Title			DHR-CSA Project	Officer Signature	
7-18-6	12				
Date			Date		

DUE DATE: 8TH OF EACH MONTH

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

EXHIBIT C

and

DHR/COMMUNITY SERVICES ADMINISTRATION ETHS , ESG. HOPWA, & HPP MONTHLY EXPENDITURE REPORT

GRANT NUMBERS: CSA/SN 02-003 (DHR)

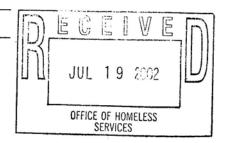
PAYEE NAME: Balto. Dept.	of Social Services	CONTR	RACT PERIOD:	7/1/01THROUG	GH 6/30/02
PAYEE ADDRESS: 1510 Guilfor		CONTR	RACT NUMBER	27276	
CITY/STATE/ZIP: Baltimore, M	D 21203	RE	PORT MONTH:	Jun-02	
CONTACT PERSON: Jo-Anne Sto	ugh	PAYEE FE	DERAL I. D. #:		
LEPHONE NUMBER: (410) 361-50	021		ETHS Acct. #	5291-357-202-	\$17,520.00
ACTIVITY	Approved	Report Month	Previous	Total	Available
	Budget	Expenditures	Expenditures	Expenditures	Balance
					1. 3.6-27
2 beds/\$24/365 days	\$ 17,520.00	\$1,440.00	\$16,080.00	\$17,520.00	\$ -
TOTAL	\$ 17,520.00	\$1,440.00	\$16,080.00	\$17,520.00	\$ -
					· 1446
SERVICES	Approved	Report Month	Previous	. Total	Available
	Budget	Expenditures	Expenditures	Expenditures	Balance
					- (1F,21)
TOTAL SERVICES	\$0.00				

Internal Use Only							
DHCD/Office of Homeless	s Services						
APPROVAL PROGRAM ADM:	Date:						
APPROVAL FINANCE ADM:	Date:						

Certified (Original Signature) Terri Gilyard-Ames, Assistant Director Name and Title

Date

DHR-CSA Project Officer Signature





DUE DATE: 8TH OF EACH MONTH
DEPARTMENT OF HUMAN SERVICES
ETHS, ESG, HOPWA,&HPP MONTHLY EXPENDITURE REPORT

PAYEE NAME: I CAN, INC. PAYEE ADDRESS: P.O. BOX 1167

CITY/STATE/ZIP: BALTIMORE, MARYLAND 21203-1167

TELEPHONE NUMBER:410-467-8623

CONTACT PERSON:

Lonnie J. Davis, Jr.

Contract Number: 26519

CONTRACT PERIOD: 7/1/00 THROUGH 6/30/01 ACCOUNT NUMBER: 5291-357-102-16-351

Report Month:

Jun-01

PAYEE FEDERAL I.D.#: 52-1999-430

ETHS

SERVICES BED NIGHT	BUDGET CATEGORY	APPROVED BUDGET	REPORT MONTH EXPENDITURES		EVIOUS NDITURES		TOTAL INDITURES	AVAII BALA	LABLE
EXPANSION	1.1	\$182,500.00	\$ 15,000.0	0 \$	167,500.00	\$	182,500.00	\$	-
TOTALS		\$182,500.00	\$ 15,000.0	o s (167,500.00	<u>s</u>)	182,500.00	\$	
			REQUEST FOR PAYN	ENT:		YES		NO	

Amount Requested:

\$ 15,000.00

INTERNAL USE ONLY DHCD/OFFICE OF HOMELESS SERVICES APPROVAL PROGRAM ADM: APPROVAL FINANCE ADM:

CERTIFIED (ORIGINAL SIGNATURE) Lonnie J. Davis, Jr. Office Manager

DHR-CSA PROJECT OFFICER SIGNATURE

DATE:

DATE:





DUE DATE: 8TH OF EACH MONTH DEPARTMENT OF HUMAN SERVICES ETHS, ESG, HOPWA,&HPP MONTHLY EXPENDITURE REPORT

PAYEE NAME: I CAN, INC.

PAYEE ADDRESS: P.O. BOX 1167

CITY/STATE/ZIP: BALTIMORE, MARYLAND 21203-1167

TELEPHONE NUMBER:410-467-8623

CONTACT PERSON:

Lonnie J. Davis, Jr.

Contract Number: 26519

CONTRACT PERIOD: 7/1/00 THROUGH 6/30/01

ACCOUNT NUMBER: 5291-357-102-16-351

Report Month:

Jun-01

PAYEE FEDERAL I.D.#: 52-1999-430

CCF

SERVICES BED NIGHT	BUDGET CATEGORY	APPROVED BUDGET	REPORT MONTH EXPENDITURES	E	PREVIOUS XPENDITURES	EX	TOTAL PENDITURES	 AILABLE
EXPANSION	1.2	\$109,500.00	\$ 9,000.00	\$	100,500.00	\$	109,500.00	\$
TOTALS		\$109,500.00	\$ 9,000.00	(\$	100,500.00	\$	109,500.00	\$ -

REQUEST FOR PAYMENT:

YES

NO

Amount Requested:

\$ 9,000.00

INTERNAL USE ONLY DHCD/OFFICE OF HOMELESS SERVICES APPROVAL PROGRAM ADM: APPROVAL FINANCE ADM:

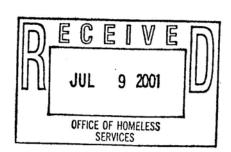
CERTIFIED (ORIGINAL SIGNATURE) Lonnie J. Davis, Jr. Office Manager

DATE:

7/6/01

DHR-CSA PROJECT OFFICER SIGNATURE

DATE:



DUE DATE: 8TH OF EACH MONTH
DEPARTMENT OF HUMAN SERVICES
ETHS, ESG, HOPWA & HPP MONTHLY EXPENDITURE REPORT

PAYEE NAME: I CAN, INC.
PAYEE ADDRESS: P.O. BOX 1167
CITY/STATE/ZIP: BALTIMORE, MARYLAND 21203-1167
TELEPHONE NUMBER:410-467-8623
CONTACT PERSON: Lonnie J. Davis, Jr.

 Contract Number:
 27274

 CONTRACT PERIOD:
 7/1/01 THROUGH 6/30/02

 ACCOUNT NUMBER:
 5291-357-202-16-351

 Report Month:
 Jun-02

 PAYEE FEDERAL I.D.#:
 52-1999-430

ETHS

SERVICES BED NIGHT	BUDGET CATEGORY	APPROVED BUDGET	REPORT I			VIOUS NDITURES		OTAL IDITURES	BALANG	
EXPANSION	1.1	\$ 80,482.50	\$	6,615.00	\$	73,867.50	\$	80,482.50	\$	-
TOTALS		\$ 80,482.50	\$	6,615.00	\$	73,867.50	\$	80,482.50	\$	4
			REQUEST FO	OR PAYME	NT:		YES		NO	

Amount Requested:

\$ 6,615.00

INTERNAL USE ONLY DHCD/OFFICE OF HOMELESS SERVICES APPROVAL PROGRAM ADM: APPROVAL FINANCE ADM:

CERTIFIED (Lonnie J. Da CFO	ORIGINAL SIGNATU RE) vis, Jr.	DHR-CSA PROJECT OFFICER SIGNATURE
DATE:	7/8/02	DATE:



DUE DATE: 8TH OF EACH MONTH
DEPARTMENT OF HUMAN SERVICES
ETHS, ESG, HOPWA & HPP MONTHLY EXPENDITURE REPORT

PAYEE NAME: I CAN, INC.

PAYEE ADDRESS: P.O. BOX 1167

CITY/STATE/ZIP: BALTIMORE, MARYLAND 21203-1167

TELEPHONE NUMBER:410-467-8623

CONTACT PERSON:

Lonnie J. Davis, Jr.

Contract Number: 27274

CONTRACT PERIOD: 7/1/01 THROUGH 6/30/02

ACCOUNT NUMBER: 5291-357-202-16-351

Report Month:

Jun-02

PAYEE FEDERAL I.D.#: 52-1999-430

CCF

SERVICES BED NIGHT	BUDGET CATEGORY	APPROVED BUDGET	REPORT I			REVIOUS ENDITURES	EXP	TOTAL		LABLE ANCE	
EXPANSION	1.2	\$ 112,785.00	\$	9,270.00	\$	103,515.00	\$	112,785.00	\$		-10-
TOTALS		\$ 112,785.00	\$	9,270.00	\$	103,515.00	\$	112,785.00	\$		12 53, 13.
			REQUEST FO	OR PAYMEN	NT:		YES	s ,	NO		19/11-31la

Amount Requested:

\$ 9,270.00

INTERNAL USE ONLY DHCD/OFFICE OF HOMELESS SERVICES APPROVAL PROGRAM ADM: APPROVAL FINANCE ADM:

CERTIFIED (ORIGINAL SIGNATURE) Lonnie J. Davis, Jr. CFO

DATE:

7/8/02

DHR-CSA PROJECT OFFICER SIGNATURE

DATE:



DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION

AND US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG, HOPWA & HPP MONTHLY EXPENDITURE REPORT

PAYEE NAME:	House of Ruth	GRANT NUMBERS:	
PAYEE ADDRESS:	2201 Argonne Drive	CONTRACT PERIOD:	7/1/00 - 6/30/01
		CONTRACT NUMBER:	26520
CITY/STATE/ZIP:	Baltimore, Maryland 21218	REPORT MONTH:	June, 2001
CONTACT PERSON:	Carole Alexander	PAYEE FEDERAL ID#:	52-1100236
PHONE NUMBER:	410-889-0840		

ACTIVITY	BUDGET CATEGORIES	APPROVED BUDGET	REPORT MONTH EXPENDITURES	PREVIOUS EXPENDITURES	TOTAL EXPENDITURES	AVAILABLE BALANCE
Bednights Shelter Bednights	Account # 5291-357-002-15-351	AMMUR I			Way	, 145.
		153,300.00	12,600.00	140,700.00	153,300.00	•
Total Bednights		153,300.00	12,600.00	140,700.00	153,300.00	

SERVICES	BUDGET CATEGORIES	APPROVED BUDGET	BREPORT MONTH EXPENDITURES	BREVIOUS EXPENDITURES	TOTAL EXPENDITURES	AVAILABLE BALANCE
entropies grafi	Participation of the second of	THE HE DOES IN	and particle in			1:
otal Services	0	0	0	0		
	Total Budget					



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND

DHR/COMMUNITY SERVICES ADMINISTRATION ETHS, WHCS, ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

161,271.60
46,450.00
207,721.60

ACTIVITY	APPROVED	REPORT MONTH	PREVIOUS	TOTAL	AVAILABLE
	BUDGET	EXPENDITURES	EXPENDITURES	EXPENDITURES	BALANCES
《一条里等的工作报告》 《《	THE PROPERTY OF THE PROPERTY O		经验的证据的证据的	を食べる。 かんか こうか	大学院的
84 Beds @ \$5.26/bed/yr.	\$ 161,271.6	0 13,255.20	148,016.40	161,271.60	\$ -
84 Shelter Beds	\$ 46,450.0	0 3,529.88	42,920.12	46,450.00	\$.

					·
TOTAL BEDNIGHTS	\$ 207,721.6	16,785.08	190,936.52	207,721.60	\$ -

15公司的公司的	SECULAR PROPERTY AND ADDRESS OF A	企业的数据的数据数据	THE PERSON NAMED IN		
SERVICES	APPROVED	REPORT MONTH	PREVIOUS	TOTAL	AVAILABLE
	 BUDGET 	EXPENDITURES	EXPENDITURES	EXPENDITURES	BALANCES
A CHARLEST AND THE PARTY OF THE	TO THE REAL PROPERTY OF THE PERSON NAMED IN	《神经》的《李明》	為因其其他數學形式以外數	等がまられの対なとなる。	中华发现中华的

TOTAL SERVICES	0				

APPROVAL PROGRAM ADM:	DATE:
APPROVAL FINANCE ADM:	DATE:
DHR-CSA Project Officer Signature	

Internal Use Only

Ceritfied (Original Signature	ANDER	
Name and Title / OZ	,	
Date /		

SCHEDULE H-1

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS , ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

GRANT NUMBERS

EXHIBIT C

Categories Budget Expenditures Expenditures Expenditures Expenditures Balance	PAYEE NAME:	MARIAN HOUSE			GRANT NUMBERS		
CONTRACT NUMBER 25522 TY/STATE/ZIP: BALTIMORE, MARYLAND 21218 REPORT MONTH: PAYEE FEDERAL I. D. #: 52 - /4.38 #9 DNE NUMBER: 410-467-4121 Report Month Expenditures Expend	PAYEE ADDRESS:	949 GORSUCH AVE.					
ACT PERSON: Sr. Augusta Reilly DNE NUMBER: 410-467-4121 Budget Categories Budget Expenditures							
DNIGHTS 1260 S101,944.00 \$8,379.00 \$93,565.50 \$101,944.50 \$0.50	CITY/STATE/ZIP:	BALTIMORE, MARYLA	ND 21218		REPORT MONTH:	June, 2001	
Budget Approved Report Month Expenditures	CONTACT PERSON:	Sr. Augusta Reilly		P/	AYEE FEDERAL I. D. #:	52-143849	
Budget Approved Report Month Expenditures						Υ	1
ACCOUNT# ACCOUNT# ACCOUNT# ACCOUNT# ACCOUNT# Separation	ACTIVITY		Approved			1	
Accounts 5291-357-102-20-351 \$101,944.00 \$8,379.00 \$93,565.50 \$101,944.50 - 0.56 EDNIGHTS 260		Calegories					Balance
EDNIGHTS /260 \$101,944.00 \$8,379.00 \$93,566.50 \$101,944.50 - \$0.50 S Budget Approved Report Month Expenditures Expenditures Expenditures Balance	ETHS THE STATE OF	ACCOUNT#	总是是这种的人的种类				
Budget Approved Report Month Previous Total Available Expenditures Expenditures Expenditures Expenditures Balance	Sheller bednights	5291-357-102-20-351	\$101,944.00	\$ 8,379.00	# 93,565.50	₹ 101,944.50	7 0.30
Budget Approved Report Month Previous Total Available Expenditures Exp							
Budget Approved Report Month Previous Total Available Expenditures Expenditures Expenditures Balance	TOTAL BEDNIGHTS	1260	\$101,944.00	\$ 8,379.00	\$93,565.50	\$ 101,944.50	- \$0.50
Budget Approved Report Month Previous Total Available Expenditures Expenditures Expenditures Balance						r	Υ
Categories Budget Expenditures Expenditures Expenditures Balance	34.44.440.15/46Ep?30	great Acatholistical					
RVICES \$0.00	SERVICES		Budget	Expenditures	Expenditures	Expenditures	1
RVICES \$0.00	HPP:	No promise simple state.	30.500 Sept. 154.300	AMMAN A A A A A A A A A A A A A A A A A	<u> </u>		
RVICES \$0.00							·
RVICES \$0.00							
RVICES \$0.00							
RVICES \$0.00							
RVICES \$0.00							
	TOTAL SERVICES		\$0.00				
		TOTAL BUDGET	\$101,944.00				
	TOTAL SERVICES	TOTAL BUDGET					
Internal Use Only					DHCD/	Office of Homeless Ser	vices
Internal Use Only DHCD/Office of Homeless Services					APPROVAL PROG	RAM ADM:	Date:
DHCD/Office of Homeless Services					APPROVAL FINAN	CE ADM:	Date:
DHCD/Office of Homeless Services APPROVAL PROGRAM ADM: Date:	Certified (Original Signal Sr. Augusta Reell		Declar a F	IMED			,
DHCD/Office of Homeless Services APPROVAL PROGRAM ADM: Date: APPROVAL FINANCE ADM: Date: (Original Signature)	Name and Title July 3 200		D) E 6 E	W 6	DHR-CSA Project C	Officer Signature	
DHCD/Office of Homeless Services APPROVAL PROGRAM ADM: Date: APPROVAL FINANCE ADM: Date: Out for Reilly, RSM, Exec. First C E I V E DHR-CSA Project Officer Signature	Date Date		<u> </u>	2001	Date	10	

JUL 16 2001

OFFICE OF HOMELESS SERVICES

DUE DATE:

OF EACH MONTH

EXHIBIT C

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

AND

DHR/COMMUNITY SERVICES ADMINISTRATION ETHS, ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

			GRANT NUMBERS	CSA/SN02-003 - DHR/E	THS
PAYEE NAME	Marion House, Inc.		OTALL HOMBERS	CSA/HW/02-008 - DHR/HV	
	949 Gorsuch Avenue		CONTRACT PERIOD:		100
, mee nooneoo.			CONTRACT NUMBER		
CITY/STATE/ZIP:	Baltimore, MD 21218		REPORT MONTH: June, 2002		
CONTACT PERSON:		PA'	YEE FEDERAL I. D. #:		
TELEPHONE NUMBER:				5291-357-202-19-351	\$102,711.00
				5256-357-202-19-351	\$101,178.00
			TOTAL		\$203,889.00
ACTIVITY	Approved	Report Month	Previous	Total	Available
	Budget	Expenditures	Expenditures	Expenditures	Balance
Authorized the ferror	owner de tracklinger.	apprendict the second	4.52000.00000000		福度高速55%空间的
42 Sheller beds	\$203,889.00	# 16,758.00	\$ 187,131.00	\$ 203,889.00	0-
	1260	,			
TOTAL BEDNIGHTS	\$203,889.00	\$ 16,758.00	\$ 187,131.00	\$ 203 889.00	-0-
	Colombia Charles	为在这种的现在分子	COLOR CONTINUE	ke 57 a 52 5 30 000.	3.666.868.868
SERVICES	Approved	Report Month	Previous	Total	Avallable
	Budget	Expenditures	Expenditures	Expenditures	Balance
HPP	3618E26818693	发展的研究对别 对现	1864 CT 2874	2013 SERVER 1212 121	1923年90年1月1
				-	
	ļ				
			 		
				,	
					-
TOTAL SERVICES	\$0.00				
	•				
		MECE	IVE M	Internal Use Only	
			DHd	D/Office of Homeless Se	rvices
		III)II ,	APPROVAL PROC	GRAM ADM:	Date:
		JUL 8	APPROVALTINAL		Date:

Certified (Original Signature)
Sr. Augusta Reilly, RSM, Exec.

Director

OFFICE OF HOMELESS

SERVICE DHR-CSA Project Officer Signature

July 2, 2002

Date

SCHEDULE I-1

ORIGINAL

DUE DATE: 8TH OF EACH MONTH DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION AND

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

FY: 2001

PAYE	E NA	ME:
------	------	-----

MCVET

PAYEE ADDRESS:

301 N. HIGH ST

GRANT NUMBERS:

CONTRACT PERIOD: CONTRACT NUMBER: 26523

7/1/00 THRU 6/30/01

CITY/STATE/ZIP:

BALTIMORE, MARYLAND 21202

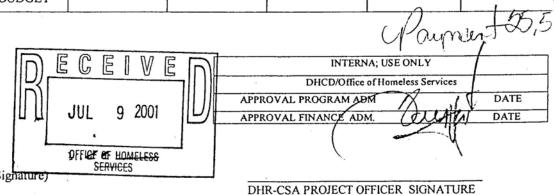
CONTACT PERSON: DR. JACK PIERCE

REPORT MONTH: June 2001
PAYEE FEDERAL ID# 52-1815710

TELEPHONE NO.:

(410) 576-9626

ACTIVITY	BUDGET CATEGORIES	APPROVED BUDGET	REPORT MONTH EXPENDITURES	PREVIOUS EXPENDITURES	TOTAL EXPENDITURES	AVAILABLE BALANCE
ETHS	ACCOUNT #	全发现是实现的表面特殊	A MARKET MALE	MYZE I		
SHELTER BEDNIGHTS	5291-357-102-21-351	\$310,250.00	25,500.00	284,750.00	310,250.00	0.00
TOTAL		\$210.250.00	25 500 00	294.750.00	210.250.00	0.00
BEDNIGHTS		\$310,250.00	25,500.00	284,750.00	310,250.00	0.00
eropeiaeastropeiae	Colored Section	111872819122229		in a kingsinger		
SERVICES	BUDGET CATEGORIES	APPROVED BUDGET	REPORT MONTH EXPENDITURES	PREVIOUS EXPENDITURES	TOTAL EXPENDITURES	AVAILABLE BALANCE
HPP, //			\$7500 SHIFT (2012)			的 的现在分词
TOTAL SERVICES		\$0.00				
	TOTAL BUDGET				0	



CERTIFIED (Original Signature)

CHARLES WILLIAMS EXECUTIVE DIRECTOR

NAME AND TITLE

6 JUL 2001 DATE

DATE

23

DUE DATE: 8TH OF EACH MONTH DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT AND

DHR/COMMUNITY SERVICES ADMINISTRATION ETHS, ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

FY: 2	2002
-------	------

PAYEE NAME:

MD. Center for Veterans Edu./Training

GRANT NUMBERS:

SA/SN 01-(DHR)

S-01-MC-24-001 (ESG)

PAYEE ADDRESS:

301 N. HIGH ST

(410) 576-9626

CONTACT PERSON: Col. Charles Williams

CONTRACT PERIOD: CONTRACT NUMBER: 27279

7/1/01 THRU 6/30/02

CITY/STATE/ZIP:

TELEPHONE NO.:

BALTIMORE, MARYLAND 21202

REPORT MONTH: JUNE 2002

ETHS ACCT.# 5291-357-202-21-351 \$57,487.50 1725. PAYEE FEDERAL ID# 52-1815710

ESG ACCT.# 4922-357-202-21-351 \$64,787.50 -532 \$.

TOTAL:

\$122,275.00

ACTIVITY	APPROV BUDGI	EVDENDITIBE		TOTAL EXPENDITURES	AVAILABLE BALANCE
	S. 3.3 (3.5 (4.5)				to 1/4 fill or sixth
50 Emergency Beds	\$122,275	5.00 10,050.00	112,225.00	122,275.00	.00
TOTAL BEDNIGHTS	\$122,275	5.00 10,050.00	112,225.00	122,275.00	.00
SERVICES	APPROVED I	BUDGET REPORT MON'	TH PREVIOUS	TOTAL EXPENDITURES	AVAILABLE BALANCE
HPP					
TOTAL SERVICES	\$0.0	0			

INTERNAL US	EONLY
DHCD/Office of Hon	neless Services
APPROVAL PROGRAM ADM:	DATE:
APPROVAL FINANCE ADM:	DATE:

CHARLES WILLIAMS EXECUTIVE DIRECTOR

NAME AND TITLE

2 JULY 2002 DATE

DHR-CSA PROJECT OFFICER SIGNATURE

DATE_____

DUE DATE: 8TH OF EACH MONTH

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT AND

DHR/COMMUNITY SERVICES ADMINISTRATION ETHS, ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

FY:	2002
r I :	2002

DA	YEE	NA	MC.
PA	Y H. P.	IVA	IVI P.:

MD. Center for Veterans Edu./Training

GRANT NUMBERS:

SA/SN 01- (DHR)

PAYEE ADDRESS:

301 N. HIGH ST

CONTRACT PERIOD: $\frac{7/1/01 \text{ THRU } 6/30/02}{27279}$

CITY/STATE/ZIP:

BALTIMORE, MARYLAND 21202

REPORT MONTH: JUNE 2002

CONTACT PERSON: Col. Charles Williams

PAYEE FEDERAL ID# 52-1815710

TELEPHONE NO.:

(410) 576-9626

ETHS ACCT.# 5291-357-202-21-351 \$120,450.00

TOTAL:

\$120,450.00

	APPROVED BUDGET	REPORT MONTH EXPENDITURES	PREVIOUS EXPENDITURES	TOTAL EXPENDITURES	AVAILABLE BALANCE
			Augustus (1912)		
	\$120,450.00	9,900.00	110,550.00	120,450.00	.00
	\$120,450.00	9,900.00	110,550.00	120,450.00	.00
* 10 mm	· ·				
-	APPROVED BUDGET	REPORT MONTH	PREVIOUS EXPENDITURES	TOTAL EXPENDITURES	AVAILABLE BALANCE
	\$0.00				
		\$120,450.00 \$120,450.00 APPROVED BUDGET	### S120,450.00 9,900.00 \$120,450.00 9,900.00 #### ### APPROVED BUDGET REPORT MONTH EXPENDITURES	### S120,450.00 9,900.00 110,550.00 \$120,450.00 9,900.00 110,550.00 #### APPROVED BUDGET REPORT MONTH PREVIOUS EXPENDITURES ###################################	### STANCYCO

INTERNAL US	E ONLY
DHCD/Office of Hon	neless Services
APPROVAL PROGRAM ADM:	DATE:
APPROVAL FINANCE ADM:	DATE:

CERTIFIED	(Original	Signature)
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CHARLES WILLIAMS EXECUTIVE DIRECTOR NAME AND TITLE

2 JULY 2002 DATE

DHR-CSA	PRO	DJECT	OFFICE	R SIGNA	TURE

DATE_

FY: 2001

DUE DATE: OTH OF EACH MONTH

EXHIBIT C

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION

AND

U.S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS , ESG, HOPWA; & HPP MONTHLY EXPENDITURE REPORT



PAYEE NAME:	PROJECT PLASE			GRANT NUMBERS		
PAYEE ADDRESS:	2029 ST. PAUL STREET	T .		CONTRACT PERIOD:	7/1/00 THROUGH 8/30	701
				CONTRACT NUMBER		
CITY/STATE/ZIP:	BALTIMORE, MARYLA	ND 21218		REPORT MONTH:	June 6	L
CONTACT PERSON:			PA	YEE FEDERAL! D. #.		
TELEPHONE NUMBER						
ACTIVITY	Budget	Approved	Report Month	Previous	Total	Available
	Catagorles	Budgat	Expanditures	Expenditures	Expenditures	Balance
THE PROPERTY OF THE PROPERTY OF THE PARTY OF	TO SAMPLE STATE OF THE PROPERTY OF THE PROPERT	L. HUNTERION SERVICE BUIL			TO PHONE IN THE PROPERTY.	
andiet bedrigure	1 2481-331-104-40-331		THE PERSON NAMED AND ADDRESS OF THE PERSON NAMED AND ADDRESS O	i i		
Shelfer Bedr		1 2102,012.00				
SALITO BEEN	\$3 x 30 Days	1629721	13395	1 149 580	162975	1-3.00 1
DU DUAL A-FA:	43 /20/1/2	107/12	12,000	11/1/200	104	
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i	1	i				
		,				
	<u> </u>	l			\	
-				1	11/200	1 3 10
TOTAL BEDNIGHTS		\$192,972.00 j	13395 /	1119 600	1162 97-6	1 -7 -
TOTAL BEUNIGHTS	1	192,972,001	12315	149,580	162,975	٠,
			<u> </u>	141,285	·	
	河上 初口以降6月一下2月15日日		15,315	147,580	·	
	A WORKS OF BREEZE		13,315 (c	147,530		. ,
	Caregoria	1		Expenditures	·	Balance
	- CAMAGOTIES		-=port morn.			. ,
	: Catagones		-=port morn.			. ,
	- CAMAGOTIES		-=port morn.			. ,
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	- CAMAGOTIES		-=port morn.			
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	- CAMAGOTIES	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	- Epot Month. Symanditures Marketta M	Expenditures	£xpendi <u>tures</u>	Balance
	- CAMAGOTIES	TANKI WIJIK SA	-=port morn.			Balance
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Internal Use Only

DHCD/Office of Horgeless Services

APPROVAL PROGRAM ADM: Date:

APPROVAL FINANCE ADM: Date:

DHR-CSA Project Officer Signature

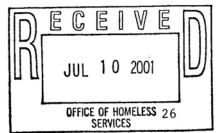


EXHIBIT C

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT AND

DHR/COMMUNITY SERVICES ADMINISTRATION ETHS , ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

5.000			GRANT NUMBERS		HR)
	Project P.L.A.S.E., Inc			S-01-MC-24-001 (ES	G)
PAYEE ADDRESS:	2029 St. Paul Street		CONTRACT PERIOD:	7/1/01-6/30/02	
0.77/1074.75.710	2.11	·	CONTRACT NUMBER	27255	
	Baltimore, MD 21218		REPORT MONTH:	JUNE -	2002
CONTACT PERSON:		PA	YEE FEDERAL I. D. #:		
TELEPHONE NUMBER:	(410) 837-1400			5291-357-202-26-351	\$55,188.00
				4922-351-202-26-351	\$101,265.60
			TOTAL		<u>\$156,453.60</u>
ACTIVITY	Approved	Report Month	Previous	Total	Available
	Budget	Expenditures	Expenditures	Expenditures	Balance
United the Authority	化学就是我们			And the state of the state of	Part Long Labe
48 Shelter bednights	\$156,453.60	12859,20	143594.40	156 453.60	
48 Beds x\$8.93			, , , , , , , , , , , , , , , , , , , ,	130,123	
X 30 days					
TOTAL BEDNIGHTS	\$156,453.60	12859.20	143 594,40	156 453.60	0.00
		17.888.40	- BAL	7	······································
是他们的	而於何如為可能	BEAT CONTRACTOR	建筑线的建筑		经验证证据的
SERVICES	Approved	Report Month	Previous	Total	Available
	Budget	Expenditures	Expenditures	Expenditures	Balance
HPPASSACUL	(其形物)神经以其	建筑地域的设置	即加速的源於	共享国际的国际共	は悪いない。
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TOTAL SERVICES	\$0.00				
TOTAL SERVICES	\$0.00				
TOTAL SERVICES	\$0.00				
TOTAL SERVICES	\$0.00				, .
TOTAL SERVICES	\$0.00				
TOTAL SERVICES	\$0.00				
TOTAL SERVICES		CEIVE	1-11-11	Internal Use Only	
TOTAL SERVICES		ECEIVE	TILLI DHCD/	Office of Homeless Se	
TOTAL SERVICES		36500	APPROVAL PROGR	Office of Homeless Se RAM ADM:	Date:
		0 000	TILLI DHCD/	Office of Homeless Se RAM ADM:	
Certified (Original Sign	ature)	36500	APPROVAL PROGR	Office of Homeless Se RAM ADM:	Date:
Certified (Original Sign MARY C. SLV	ature)	0 000	APPROVAL PROGRAPPROVAL FINANCE	Office of Homeless Se RAM ADM: CE ADM:	Date:
Certified (Original Sign	ature)	0 000	APPROVAL PROGR	Office of Homeless Se RAM ADM: CE ADM:	Date:



DUE DATE: 8TH OF EACH MONTH

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION

and

U.S. DEPARTMENT OF HOUSING and URBAN DEVELOPMENT ETHS,ESG,HOPWA,HPP MONTHLY EXPENDITURE REPORT

Payee Name:

St. Vincent de Paul Society of Baltimore, Inc.

Contract Period: 07/01/00 thru 06/30/01

Payyee Address:

320 Cathedral Street

Contract Number: 26529-Frederick Ozanam

City/State/Zip:

Baltimore, MD 21201

June-01

Telephone Number 410-547-5377

Payee Federal I.D. #52-0597056

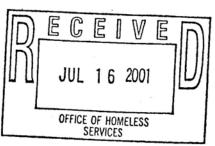
ACTIVITY	BUDGET CATAGORIES	APPROVED BUDGET	REPORT MONTH EXPENDITURES	PREVIOUS EXPENDITURES	TOTAL EXPENDITURES	AVAILABLE BALANCE
ETHS						
Shelter Bednights	5291-357-102-29-351	\$ 36,500.00	\$ 3,038.00	\$ 33,462.00	\$ 36,500.00	\$ -
Total Budget		\$ 36,500.00	\$ 3,038.00	\$ (36,504.00	\$ 39,542.00	\$ -

Certified Original Signature:

Doris Frederick, Adm. Assistant

July 9, 2001

Internal Use Only
DHCD/Office of Homeless Services
Approval Program Adm: Pate:
Approval Finance Adm: Date: 7300
4,4
-
DHR-CSA Project Officer Signature
Date



FY: 2002

DUE DATE: 8TH OF EACH MONTH

DEPARTMENT OF HOUSING and COMMUNITY DEVELOPMENT and

DHR/COMMUNITY SERVICES ADMINISTRATION ETHS,WHCS,ESG,HOPWA, and HPP MONTHLY EXPENDITURE REPORT

Grant Numbers: CSA/SN02 - DHR/ETHS

Payee Name:

St Vincent de Paul Society

Contract Period:

07/01/01 thru 06/30/02

Payyee Address:

320 Cathedral St. #622

Contract Number

27278 - Frederick Ozanam House

City/State/Zip:

Baltimore, MD 21201

Report Month:

June 2002

Contact Person:

Doris Frederick

Payee Federal I.D.

#52-0597056

Telephone Number:

410-547-5451

ETHS Acct

#5291-357-292-29-351

Total

\$93,075,00

ACTIVITY	APPROVED BUDGET	 ORT MONTH ENDITURES	PREVIOUS XPENDITURES	EX	TOTAL PENDITURES		LABLE ANCE	
60 Day Units	\$ 54,750.00	\$ 4,568.00	\$ 50,182.00	\$	54,750.00	\$	-	
20 Transitional Beds	\$ 38,325.00	\$ 3,191.00	\$ 35,134.00	\$	38,325.00	\$ 	· <u>-</u>	
Total Budget	\$ 93,075.00	\$ 7,759.00	\$ 85,316.00	\$	93,075.00	\$ 		

Certified Original Signature:
Doris Frederick, Adm. Assistant

July 3, 2002

Date

Internal Use Only DHCD/Office of Homeless Services	
Approval Program Adm:	Date:
Approval Finance Adm:	Date:
DHR-CSA Project Officer Signature	
Date	D E P E I M E D

OFFICE OF HOMELESS

DUE DATE: STH OF EACH MONTH



SCHEDULE L-1 ORIGINAL LAC

EXHIBIT C

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION AND

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG. HOPWA, & HPP MONTHLY EXPENDITURE REPORT

PAYEE NAME:	SALVATION ARMY /BOO	OTH HOUSE		GRANT NUMBERS		
	1114 N. CALVERT STRE				7/1/00 THROUGH 5/30	/01
				CONTRACT NUMBER		
CITY/STATE/ZIP:	BALTIMORE, MARYLAN	D 21202		REPORT MONTH:	June, 20	01
CONTACT PERSON:			PA	YEE FEDERAL I. D. #:		
TELEPHONE NUMBER:	410-685-8878			:		
ACTIVITY	Budget	Approved	Report Month	Previous	Total	Available
	Categorles	Budget	Expenditures	Expenditures	Expenditures	Balance
ETHS	ACCOUNT #					
Shelter bednights	5291-357-102-30-351	\$76,650.00	6,387.50	70,262.50	76,650.00	-0-
				14		V
			· · · · · · · · · · · · · · · · · · ·		<u></u>	1
<u> </u>				ļ		
7.5.5.4. 0.5.5.4.5.4.5.5						
TOTAL BEDNIGHTS		\$76,650.00]		<u> </u>
	 			<u> </u>	· · · · · · · · · · · · · · · · · · ·	Talaman (
SERVICES	tegbus	Approved	Report Month	Provious	Total	Available Balance
LIDO	Categories	Budget	Expenditures	Expenditures	Expenditures	Balance
HPP -						
						
						
						5.00 .4
TOTAL SERVICES		\$0.00		:-		
	TOTAL BUDGET	\$76,650.00		1,00		
			·			
	·		. 1.0			
, , ,						
			v .		Internal Use Only	
			· .	DHCD/C	Office of Homeless Sen	rices
				APPROVAL PROGR	AM ADM:	Date:
· .	1			APPROVAL FINANC	E ADM:	Date:
Certified (Original Signatu	re)					
Jeaneen	Story			1		
Name and Title	0 2-1		EINEU	CHR-CSA Project Of	ficer Signature	
Jul	y 7 200/					
Date		ווחוו		ate		
		JUL	16 2001	11		
				1		
		L		1		
		OFFICE	OF HOMELESS SERVICES 30		***	
		1 3	SERVICES 30	1		

Due Date: 8TH OF EACH MONTH

EXHIBIT C

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT AND

DHR/COMMUNITY SRVICES ADMINISTRATION ETHS, ESG, HOPWA, & HPP MONTHLY EXPENDITURE REPORT

PAYEE NAME:

The Salvation Army, A Georgia Corp.

Grant Numbers:

SA/SN 01-

(DHR)

PAYEE ADDRESS:

1114 N. Calvert Street

Contract Period: Contract Number: 07/01/01 - 06/30/02

27257

CITY/STATE/ZIP:

Baltimore, MD 21202

Report Month:

June 2002

Payee Federal ID #: ETHS Acct. #:

5291 357 202 30 351 \$80,482.50

CONTACT PERSON: Connie Wise TELEPHONE NUMBER: 410 347 9944

Total

\$80,482.50

Activity	Approved Budget	Report Month Expenditures	Previous Expenditures	Total Expenditures	Available Balance
		1			
42 Shelter Bednights	\$80,482.50	\$6,705.50	\$73,777.12	\$80,482.62	(\$0.12)
					-
	<u> </u>				
Total Bednights	\$80,482,50	\$6,705.50	\$73,777.12	\$80,482.62	(\$0.12

Services	Approved Budget	Report Month Expenditures	Previous Expenditures	Total Expenditures	Available Balance	
				6		
				- L		EIW.
						-
					JUL 9 2002	
				1.33	OFFICE OF TOPASTES	1
Total Bednights	\$0.00	\$0.00	\$0.00	sn_on	\$0.00]

Internal L	use Only
	Homelss Services
Approval Program ADM:	Date:
Approval Finance ADM:	Date:

Certified (Original Signature)

FY 2001

DUE DATE: 8TH OF EACH MONTH

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION

AND

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG, HOPWA & HPP MONTHLY EXPENDITURE REPORT

ORIGINAL

PAYEE NAME: YWCA of Greater Baltimore Area. Inc.

PAYEE ADDRESS: 128 West Franklin Street CITY/STATE/ZIP: Baltimore, MD 21201 CONTACT PERSON: Edward Pinder TELEPHONE NUMBER (410) 685-1460 ext. 408 GRANT NUMBERS 5291-357-002-36-351

CONTRACT PERIOD: 7/01/00 THROUGH 6/30/01

CONTRACT NUMBER <u>26533</u> REPORT MONTH: <u>June 2001</u> FEDERAL I.D. #__52-0591703

126,630.00

137,970.00 \$

					30							
ACTIVITY	Budget	Categories Budget			Report Month Previous		Previous	Total			Available Balance	
				Expenditures			Expenditures		Expenditures			
ETHS	ACCOUNT #		计区内的对于不安心	*5 F	建筑层景。1770年春	11.	经过了一般有可以的价值	4.4	生物的特殊的	In Sec.	think no	
Shelter bednights	5291-357-102-36-351		137,970.00		11,340.00	_	126,630.00		137,970.00		•	
Admin		\$		\$		\$		\$		\$		
		-				-			·			
					V 100							

11,340.00 \$

137,970.00 \$

SAN SALISINA MARKATANA SERVICES Budget Approved Report Month Total Available Categories Budget Expenditures Expenditures Expenditures Balance **TOTAL SERVICES** TOTAL BUDGET 137,970.00 \$ 11,340.00 \$ 126,630.00 \$ 137,970.00 \$

6898.50 (21) 4441.50 (HP)

Internal Use (Only	
DHCD/Office of Homele	ess Services	
APPROVAL PROGRAM ADM:	Date:	
APPROVAL FINANCE ADM:	Date:	

Certified(Original Signature)

TOTAL BEDNIGHTS

Rosalyn Branson, Executive Director Name and Title

 $\frac{7-9-01}{\text{Date}}$

DECEIVEDI
ULI JUL 1 1 2001]] _
OFFICE OF HOMELESS SERVICES 32

DHR-CSA	Project	Officer	Signature

ate

DUE DATE: 8TH OF EACH MONTH

FY 2001

DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICES ADMINISTRATION AND

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ETHS, ESG, HOPWA & HPP MONTHLY EXPENDITURE REPORT **ORIGINAL**

PAYEE NAME: YWCA of Greater Baltimore Area, Inc./Con Care

PAYEE ADDRESS: 128 West Franklin Street CITY/STATE/ZIP: Baltimore, MD 21201 CONTACT PERSON: Edward Pinder TELEPHONE NUMBER (410) 685-1460 ext. 408 GRANT NUMBERS 5291-357-102-36-351 CONTRACT PERIOD: 7/01/00 THROUGH 6/30/01 CONTRACT NUMBER 26533

REPORT MONTH: June 2001 FEDERAL I.D. # 52-0591703

30 ACTIVITY Budget Approved Report Month Previous Available Categories Budget Expenditures Expenditures Expenditures Balance Shelter bednights 5291-357-102-36-351 91,500.00 7,515.50 \$ 83,984.50 \$ 91,500.00 \$ Admin \$ \$ \$ TOTAL BEDNIGHTS s 91,500.00 \$ 7,515.50 \$ 83,984.50 91,500.00 \$

Categories	Appro		Report Mo		Previous Expenditures	Fyr	Total	Available Balance
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	+		~					
					· · · ·	+		
						1,	,	
TOTAL BUDGET	\$ 91	,500.00 \$	7.5	15.50 \$	83.984.5	· V /	91,500.00	s -

Internal Use Only DHCD/Office of Homeless Services

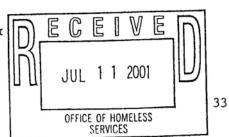
APPROVAL PROGRAM ADM: APPROVAL FINANCE ADM

Date: Date:

Certified (Original Signature)

Rosalyn Branson, Chief Executive Officer Name and Title

-9-01



DHR-CSA Project Officer Signature

PAYEE NAME: YWCA of Greater Baltimore Area. Inc.

PAYEE ADDRESS: 128 West Franklin Street

TELEPHONE NUMBER (410) 685-1460 ext. 408

CITY/STATE/ZIP: Baltimore, MD 21201

CONTACT PERSON: Edward Pinder

(FY02CON420)

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT AND

DHR/COMMUNITY SERVICES ADMINISTRATION ETHS, WHCS, ESG, HOPWA & HPP MONTHLY EXPENDITURE REPORT

GRANT NUMBERS

CSA/SN02-003- DHR/ETHS

CSA/HW/02-008 - DHR/HWCS

S-01-MC-24-001 - EGS

CONTRACT PERIOD: 7/01/01 THROUGH 6/30/02

CONTRACT NUMBER 27280
REPORT MONTH: June 2002

FEDERAL I.D. # 52-0591703

ETHS ACCT.# 5291-357-202-36-351

\$185,478.40

WHCS ACCT. # 5256-357-202-36-351 ESG ACCT. # 4922-357-202-36-351 \$268,504.00 \$<u>54,202.50</u>

TOTAL

\$508,184.90

30

			30	_						
ACTIVITY	Approved	F	Report Month Expenditures		Previous Expenditures		Total Expenditures		Available Balance	
	Budget									
ETHS A.T.	阿拉斯斯斯 里斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯斯	16.21.0	etara accomen	14	能的A. 18 (2017年)	343	SE 2004年度: 1882年度在			
63 Shelter bednights	\$ 413,832.4	\$	34,013.62	\$	379,818.78	\$	413,832.40	\$. 0.00	
10 Con Care bednights	\$94,352.5	0 \$	7,755.00	\$	86,597.50	\$	94,352.50	\$	-	
		0		<u> </u>						
				_	P40					
TOTAL BEDNIGHTS	\$ 508,184.9	1-	41,768.62	-	466,416.28	-	508,184.90	-	0.00	
TOTAL DEDINIONTS	308,184.9	7 3	41,768.62	3	466,416.28	3	508,184.90	•	0.00	

SERVICES	App	proved	Report Month	Previous	Total	Available	
	Bı	udget	Expenditures	Expenditures	Expenditures	Balance	
HPP (1) ACCOUNTS	34人海流行	生于由外外的原料的	SELECTION OF THE SELECT	解的PPS。由于我们的	The Secretary Secretary	MACHINE TO	

TOTAL SERVICES							
TOTAL BUDGET	\$	508,184.90	\$ 41,768.62	\$ 466,416.28	\$ 508,184.90	\$ 0.00	

Certitled (Original Signature)

Rosalyn Branson, Chief Executive Officer Name and Title

-

Internal Use Only

DHCD/Office of Homeless Services

APPROVALIFINANCE ADM:

Date:

Date:

DHR-CSA Project Officer Signature

OFFICE OF HOMELESS

Date:

Date:

OFFICE OF HOMELESS

EXHIBIT I

BALTIMORE CITY DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT OFFICE OF HOMELESS SERVICES EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM GRANT NUMBER CSA/SN 01 - 003 STATEMENT OF REVENUES AND EXPENDITURES PERIOD: JULY 1, 2000 THROUGH JUNE 30, 2001

	0 - 111 -	0				A ! ! 4 !		A ! ! 4 !		cess		
Provider Name	Schedule Number	Contract Number		pproved Budget		Audited evenues		Audited penditures		enues nditures)	Reference	
<u>i Tovidei Name</u>	Number	Number	-	<u> Duuget</u>	17	evenues	<u></u>	penaltares	LXPE	<u>iuituies,</u>	<u>Itererence</u>	
My Sister's Place	A-1	26506	\$	104,510	\$	104,510	\$	104,510			а	
Christopher's Place	B-1	26507		58,619		58,619		58,619			а	
My Sister's Place Lodge	C-1	26508		55,571		55,571		55,571			а	
Brown's Memorial	D-1	26511		73,274		73,274		73,274			а	
Baltimore City Dept. of Social Services	E-1	26513		18,480		18,480		20,990	\$	(2.510)	a; c, Cond III	
Baltimore City Dept. of Social Services	E-2	26513		17,520		17,520		17,520	•	(, ,	а	
I Can, Inc.	F-1, F-2	26519		163,885		163,885		163,885			а	
House of Ruth	G-1	26520		111,909		111,909		111,909			а	
Marian House	H-1	26522		55,955		55,955		55,955			а	
Md. Center for Veterans and Training	I-1	26523		226,483		226,483		226,483			а	
Project PLASE	J-1	26526		66,612		66,612		66,612			а	
St. Vincent de Paul Society	K-1	26529		36,500		36,500		36,500			а	
Salvation Army	L-1	26530		55,955		55,955		55,955			а	
YWCA	M-1	26533		83,932		83,932		83,932			а	
YWCA	M-2	26533		25,550		25,550		25,550			а	
Total (Momorandum Only)			•	1,154,755	Φ.	1,154,755	Ф.	1,157,265	\$	(2,510)		
Total (Memorandum Only)			φ	1,104,700	φ	1,104,705	\$	1,107,200	φ	(2,510)		

See Auditor's Notes on Exhibit III.

EXHIBIT II

BALTIMORE CITY DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT OFFICE OF HOMELESS SERVICES EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM GRANT NUMBER CSA/SN 02 - 003 STATEMENT OF REVENUES AND EXPENDITURES PERIOD: JULY 1, 2001 THROUGH JUNE 30, 2002

<u>Provider Name</u>	Schedule <u>Number</u>	Contract <u>Number</u>	Approved <u>Budget</u>	Audited <u>Revenues</u>	Audited Expenditures	Excess Revenues (Expenditures)	Reference
My Sister's Place	A-2	27241	\$ 57,488	\$ 58,561	\$ 57,488	\$ 1,073	a; c, Cond I
Christopher's Place	B-2	27219	50,589	50,589	50,589		а
My Sister's Place Lodge	C-2	27242	33,343	33,343	33,343		а
Brown's Memorial	D-2	27246	63,236	63,236	63,236		а
Baltimore City Dept. of Social Services Baltimore City Dept. of Social Services	E-3 E-4	27275 27276	21,720 17,520	21,720 17,520	21,720 17,520		a a
I Can, Inc. I Can, Inc.	F-3 F-4	27274 27274	80,483 48,180	80,483 48,180	80,483 48,180		a a
House of Ruth	G-2	27251	161,272	161,272	161,272		а
Marian House	H-2	27253	102,711	102,711	102,711		а
Md. Center for Veterans and Training Md. Center for Veterans and Training	I-2 I-3	27279 27279	57,488 120,450	57,488 120,450	57,488 120,450		a a
Project PLASE	J-2	27255	55,188	55,188	55,188		а
St. Vincent de Paul Society	K-2	27278	93,075	93,075	93,075		а
Salvation Army	L-2	27257	80,483	80,483	80,483		а
YWCA	M-3	27280	185,478	185,465	185,478	(13)	a; b
Total (Memorandum Only)			\$ 1,228,704	\$ 1,229,764	\$ 1,228,704	\$ 1,060	

See Auditor's Notes on Exhibit III.

EXHIBIT III

<u>INDEPENDENT AUDITOR'S NOTES</u> TO THE STATEMENTS OF REVENUES AND EXPENDITURES

The following are notes referenced in the appended EXHIBITS where applicable:

- (a) The agency's final monthly Contract Expenditure Report includes other funding sources which were not included in our audit. The EXHIBIT, therefore, only includes the budget and financial results of the Emergency and Transitional Housing and Services Program funds awarded by the Maryland State Department of Human Resources.
- (b) The amounts on the final Monthly Expenditure Report exceeded the OHS' actual payments to this agency. The difference is not significant to the agency's financial statement.
- (c) See referenced audit findings in the attached Schedule of Findings and Questioned Costs.

AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO THE SUBGRANT AGREEMENTS AND ON INTERNAL CONTROL OVER COMPLIANCE

CITY OF BALTIMORE

MARTIN O'MALLEY, Mayor



DEPARTMENT OF AUDITS YOVONDA D. BROOKS, CPA City Auditor

Room 321, City Hall Baltimore, Maryland 21202 Telephone: (410) 396-4783 Telefax: (410) 545-3961

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO THE SUBGRANT AGREEMENTS AND ON INTERNAL CONTROL OVER COMPLIANCE

March 31, 2003

Honorable Joan M. Pratt, Comptroller And Other Members of the Board of Estimates City of Baltimore

Compliance

We have audited the compliance of the organizations listed in Exhibits I and II of this report with applicable requirements contained in subgrants received from the Baltimore City Department of Housing and Community Development, Office of Homeless Services for the periods from July 1, 2000 through June 30, 2002.

Compliance with the requirements of laws, regulations, contracts and grants applicable to these subgrants is the responsibility of the delegate agencies' management. Our responsibility is to express an opinion on the delegate agencies' compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the subgrants occurred. An audit includes examining, on a test basis, evidence about the delegate agencies' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the delegate agencies' compliance with those requirements.

In our opinion, the delegate agencies complied, in all material respects, with the requirements referred to above that are applicable to their subgrants received from the Baltimore City Department of Housing and Community Development, Office of Homeless Services for the periods from July 1, 2000 through June 30, 2002. However, we noted certain immaterial instances of noncompliance that are described in the accompanying schedule of findings and questioned costs as CONDITIONS I through III.

Internal Control Over Compliance

The management of the delegate agencies is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to the subgrants. In planning and performing our audit, we considered the delegate agencies' internal control over compliance with requirements that could have a direct and material effect on their subgrants in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the specific internal control components does not reduce to a relatively low level the risk that noncompliance with the applicable requirements of laws, regulations, contracts and grants that would be material in relation to the subgrants being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance that we consider to be material weaknesses. However, we noted other matters involving the internal control over compliance and its operation that are reported as CONDITIONS IV through VI in the accompanying schedule of findings and questioned costs.

This report is intended solely for the information and use of the management of the organizations listed in Exhibits I and II of this report, the State of Maryland, and the City of Baltimore and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

Yovonda D. Brooks, CPA City Auditor

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM GRANT NUMBERS CSA/SN 01 - 003 AND CSA/SN 02 - 003 SCHEDULE OF FINDINGS AND QUESTIONED COSTS PERIOD: JULY 1, 2000 THROUGH JUNE 30, 2002

Section I - Summary of Auditor's Results

Schedules A-1 through M	<u>1-3</u>				
Type of auditor's repor	unqualified opinion				
	pliance with Requirements Applicable				
	ents and on Internal Control over				
<u>Compliance</u> Internal control over su	ubgrants:				
Material weaknesse	es identified?	yes <u>X</u> no			
Reportable condition	ons identified not considered to be				
material weaknesse	es?	yes X_ none reported			
Type of auditor's report	rt issued on compliance for subgrants:	unqualified opinion			
Any audit findings disc	closed that are required to be reported?	yes X_ no			
, .					
Identification of Subgr	rants (see Exhibits I and II for a detailed li	sting of subgrants):			
Grant Number	Grant Title				
$C\overline{SA/SN\ 01-003}$	Emergency and Transitional Housing	and Services Program – FY 2001			
CSA/SN 02 – 003	Emergency and Transitional Housing	and Services Program – FY 2002			

Section II - Findings and Questioned Costs for the Subgrant Awards, which are Required to be Reported

The auditor found no instances of noncompliance with certain requirements applicable to the subgrants that are required to be reported.

The auditor noted no matters involving the internal control over compliance and its operation that are considered to be material weaknesses.

EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM GRANT NUMBERS CSA/SN 01 - 003 AND CSA/SN 02 - 003 SCHEDULE OF FINDINGS AND QUESTIONED COSTS PERIOD: JULY 1, 2000 THROUGH JUNE 30, 2002

Section III – Immaterial Instances of Noncompliance and Other Matters Involving Internal Control Over Compliance

The auditor found immaterial instances of noncompliance with certain requirements applicable to the subgrant agreements and certain other matters involving internal control over compliance that are reported in the accompanying schedule of findings and questioned costs.

IMMATERIAL INSTANCES OF NONCOMPLIANCE

CONDITION I – STATE EMERGENCY AND TRANSITIONAL HOUSING SERVICES PROGRAM FUNDS WERE OVERCHARGED

The Office of Homeless Services (OHS) overcharged the State Emergency and Transitional Housing Services Program (ETHS) funds for the subgrantee, My Sister's Place, during fiscal year 2002. The My Sister's Place subgrant agreement is funded with State ETHS funds and Federal Emergency Shelter Grant (ESG) funds. Subgrantee payments charged to the ETHS grant exceeded the State award of \$57,488 by \$1,073 and undercharged the Federal award by the same amount.

We recommend that the OHS process a journal entry in the City's accounting records to correct the overcharge to the State ETHS funds.

CONDITION II – MOTEL RATES CHARGED FOR HOMELESS CLIENTS WERE NOT IN ACCORDANCE WITH THE GRANT AGREEMENTS

The State of Maryland's Department of Social Services (DSS) is one of the OHS' homeless services providers. DSS operates a motel shelter program that provides temporary shelter to homeless clients. The 2001 and 2002 fiscal year budgets for the motel shelter program were \$18,480 and \$21,720, respectively. The motel invoices DSS for the number of motel bednights provided at specific rates. The grant agreements specified that fiscal year 2001's single and double room rates were \$35 and \$42, respectively, while for fiscal year 2002, the single and double room rates were \$42 and \$48, respectively.

EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM GRANT NUMBERS CSA/SN 01 - 003 AND CSA/SN 02 - 003 SCHEDULE OF FINDINGS AND QUESTIONED COSTS PERIOD: JULY 1, 2000 THROUGH JUNE 30, 2002

We reviewed two monthly expenditure reports and supporting documentation that were submitted by DSS to the OHS during the audit period. All room rates were accounted for as doubles unless sheltering just a single person.

- In June 2001, there were 91 motel bednights billed to DSS. The motel billed all 91 bednights at a rate higher than those specified in the grant agreement, including eighty-five bednights that were billed at a \$48 rate. Based on the rates specified in the agreement, DSS was overcharged \$587 for June 2001.
- In April 2002, there were 63 motel bednights billed to DSS. The motel billed fifty-one of the 63 bednights at a \$49 rate. Based on the rates specified in the agreement, DSS was overcharged \$99 for April 2002.
- June 2001's report indicated an additional unidentified \$50 in bednight expenditures that was not supported by the motel billing.

We therefore question \$736 in reported costs for noncompliance with the grant agreements. Accordingly, we recommend that DSS ensure that its monthly expenditure reports are fully supported, including the appropriate room rates for bednights in accordance with the grant agreements. The OHS should determine whether other months during these contract periods included billings at rates not in accordance with the contract agreements and make adjustments accordingly. Additionally, we recommend that OHS recover the \$736 in overbillings from DSS.

CONDITION III – THE FISCAL YEAR 2001 EXPENDITURE REPORT FOR DSS INCLUDES AN INCORRECT BUDGET RESULTING IN OVEREXPENDITURES

The fiscal year 2001 grant budget for the DSS motel shelter program included one line item, Shelter Bednights, for \$18,480. DSS, however, used monthly expenditure reports that indicated three line items totaling \$20,990. DSS incorrectly used the same report from the 2000 fiscal year. The final report showed that the full \$20,990 was expended in fiscal year 2001 by DSS, thereby resulting in overexpenditures of \$2,510.

This discrepancy was disclosed to DSS by the OHS upon receipt of the final report in September 2001, three months after the end of the grant year. The OHS does not reimburse DSS for its expenditures. DSS, which is a State agency, draws the funds directly from the grantor, the Maryland State Department of Human Resources (DHR). The OHS informed DSS to correct its records and make any adjustments necessary to preclude overdrawing its grant allocation. Coordination between DSS and DHR is required to correct any misallocation of funds. The OHS informed DSS that in the final 2001 grant report to the State, the OHS made the necessary adjustments to DSS' report to reflect the appropriate budget and expenditures.

EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM GRANT NUMBERS CSA/SN 01 - 003 AND CSA/SN 02 - 003 SCHEDULE OF FINDINGS AND QUESTIONED COSTS PERIOD: JULY 1, 2000 THROUGH JUNE 30, 2002

We recommend that DSS and other subgrantees ensure that appropriate budget information in accordance with the grant agreements is used for reporting purposes. Additionally, improved, timely monitoring of subrecipient reports should be performed by the OHS to prevent further occurrences of this type. This discrepancy should have been discovered early in the grant year instead of three months after its conclusion.

OTHER MATTERS INVOLVING INTERNAL CONTROLS

CONDITION IV – INSURANCE POLICIES FOR CERTAIN HOMELESS SERVICE PROVIDERS DID NOT INCLUDE THE MAYOR AND CITY COUNCIL OF BALTIMORE AS AN ADDITIONAL INSURED

The following homeless service providers did not include the *Mayor and City Council of Baltimore* as an additional insured on their insurance policies: Christopher's Place, My Sister's Place, My Sister's Place Lodge, House of Ruth, Project PLASE and the YWCA. This provision is required by the subgrant agreements.

Additionally, three homeless service providers could not provide us copies of their insurance policies for the periods under audit. We did, however, review the policies in effect at the time of our site visit (fiscal year 2003). We believe this alternative procedure adequately assured us that, at a minimum, insurance requirements were currently met. Nevertheless, the OHS should inform its homeless service providers to maintain insurance and other documentation for the fiscal years not yet audited.

We recommend that the OHS ensure that the *Mayor and City Council of Baltimore* is added as an additional insured in the homeless service providers' insurance policies and that insurance and other documentation is maintained for three years or until audited.

EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM GRANT NUMBERS CSA/SN 01 - 003 AND CSA/SN 02 - 003 SCHEDULE OF FINDINGS AND QUESTIONED COSTS PERIOD: JULY 1, 2000 THROUGH JUNE 30, 2002

<u>CONDITION V – SIGNED DECLARATION FORMS ATTESTING TO THE CLIENTS' HOMELESS</u> NEEDS WERE NOT USED BY A HOMELESS SERVICE PROVIDER

The subgrant agreements require that a client application and declaration form be completed for each client. The client should sign the form declaring that he/she has need of the homeless services. Christopher's Place used a form that did not contain an appropriate signed declaration attesting to the client's homeless needs.

We recommend that the OHS ensure that the homeless service providers use the appropriate declaration form that includes a client's signature attesting to his/her homeless needs.

CONDITION VI – THE OHS DID NOT HAVE MONITORING REPORTS FOR CERTAIN HOMELESS SERVICE PROVIDERS

The OHS performs monitoring of the homeless service providers as part of its oversight responsibilities. The OHS could not provide us with monitoring reports for the following four homeless shelters: I Can, Marian House, Salvation Army and the YWCA.

We recommend that the OHS ensure that homeless service provider monitoring reports are maintained in its records and available for review.



EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM GRANT NUMBERS CSA/SN 01 - 003 AND CSA/SN 02 - 003 SCHEDULE OF FINDINGS AND QUESTIONED COSTS PERIOD: JULY 1, 2000 THROUGH JUNE 30, 2002

There were no findings reported in our audit dated April 30, 2001 on subgrants awarded by the Baltimore City Department of Housing and Community Development, Office of Homeless Services to selected homeless services providers for the period from July 1, 1998 through June 30, 2000.

EMERGENCY AND TRANSITIONAL HOUSING AND SERVICES PROGRAM GRANT NUMBERS CSA/SN 01 - 003 AND CSA/SN 02 - 003 SCHEDULE OF FINDINGS AND QUESTIONED COSTS PERIOD: JULY 1, 2000 THROUGH JUNE 30, 2002

An exit conference was held at the Department of Audits on July 8, 2003. Those in attendance were:

Kevin Seawright – Office of Homeless Services Lee Wooden - Office of Homeless Services Michael Maguire - Department of Audits Gloria Harper - Department of Audits Beverly Reich – Department of Audits Clem Ruley – Department of Audits

Audit findings and recommendations were discussed. The Office of Homeless Services' written response is included as Appendix I of this report.

APPENDIX I

OFFICE OF HOMELESS SERVICES' RESPONSE TO THIS REPORT

5	NAME & TITLE	Alex Boston - Director, Office of Homeless Services
RON	AGENCY NAME & ADDRESS	417 E. Fayette Street, Room 1211, Baltimore, MD 21202
ĪL.	SUBJECT	Response to auditors conditions of immaterial instances of noncompliance and other matters

CITY of BALTIMORE

MEMO



TO

Ms. Yovanda D. Brooks - CPA, City Auditor

DATE:

July 29, 2003

Condition I: Occasionally errors are made either on the partial payment form in our office, or in cutting the check at disbursements, resulting in payments applied to the wrong account number, where multiple accounts are involved. Normally these errors are corrected when the transaction hits the level III and is reconciled. If not then, when the grant ends and is reconciled, a journal entry will be done to balance the accounts. Due to short staffing, this procedure has not been kept up to date. The problem has been addressed, staff positions are now filled and normal reconciling procedures are now being followed. A journal entry to correct the overcharge to the ETHS grant will be processed immediately.

Condition II: The problem with monitoring the Dept. of Social Services (DSS) contracts has been ongoing since they started receiving ETHS funds. As a State of Maryland agency, they have the ability to draw their allocation of State grant funds directly from the State. The Office of Homeless Services (OHS) does not process payments to them via the normal channels. The findings only confirm that OHS needs to implement more stringent reporting requirements for DSS. We intend to require DSS to submit all documentation supporting their expenditures along with their monthly expenditure reports beginning with their FY04 allocation.

The amount of funds to be returned, \$736.00 will either be processed by DSS through their direct connection to the State, or we will reduce their funding for FY04 by the amount to be returned. We will ask for the appropriate documentation from DSS showing the return of the funds to the funding source, or we will reduce their current funding level by that amount.

Condition III: We have implemented a new procedure, beginning with FY03. All expenditure reports that are submitted to OHS with information that does not conform to their approved contract, i.e, the wrong budget, account number, contract number, etc. will not be paid, but returned to the provider for correction.

Condition IV: OHS has required the inclusion of the Mayor and City Council of Baltimore as an additional insured on insurance policies for all agencies that receive contractual funding. All agencies are required to submit proof of this coverage as part of the application for funding, whether for State, Federal or Local funds. Both programmatic and financial monitors look for this coverage as part of the monitoring process.

Condition V: The declaration forms have been standardized for all agencies contracting with OHS. The problem at Christopher's Place has been communicated to the appropriate program administrator.

Condition VI: Concerning the four agencies for whom OHS could not provide programmatic monitoring reports, I Can, Inc. was monitored on August 26, 2002, and the YWCA was visited on December 3, 2002, both by Valerie McKeever, for fiscal years 2002 and 2003. We have located our copies of the reports sent to the provider. The reports for FY 03 monitoring for Marian House and The Salvation Army were received by OHS on July 21st and 28th 2003 respectively, and are available for review. There were no significant findings for any of these providers.